

GROUP HOME BULLETIN

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Equal Opportunity Employer/Program

Under Titles VI and VII of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, and disability. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program of activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy, contact the Division of Developmental Disabilities ADA Coordinator at (602) 542-6825; TTY/TTD Services: 7-1-1.

Arizona Department of Economic Security Division of Developmental Disabilities

The Central Office Program Monitoring Unit has moved!

We are now located at:

2200 N. Central Ave, Suite 404, site code 004F, Phoenix, AZ 85004

To reach Mary Ann DeLeon, our Administrative Assistant, call **602-206-6151**

The following are the direct numbers for our staff:

Program Monitors:

| | | | |
|---------------|--------------|----------------|--------------|
| Ernest Dale | 602-377-2101 | Armita Diggs | 602-320-8397 |
| Steve Galindo | 602-402-9992 | Sherry Huey | 602-361-8912 |
| John Lastrico | 602-361-7460 | Amelia Lopez | 602-350-1174 |
| Roslyn Moore | 602-319-4796 | Donna Phillips | 602-402-4615 |
| Manuel Saenz | 602-319-2766 | Pat Spence | 602-316-8846 |
| Ken Bowe | 602-320-8201 | | |

Our current supervisor, Pat Spence will be retiring in December. Until then, she is working on some special projects, so supervision of the unit is being provided by:

| | | |
|-----------------|---------------------|--------------|
| Jan Cawthorne | Acting QA Manager | 602-316-1522 |
| Shannon LaRance | Incident Management | 602-316-6764 |



Questions and Answers

Q. Should a program monitor inspect fire alarms, fire extinguishers, barriers, etc during a monitoring review?

Due to concerns for health and safety, some of the components that DHS reviews are also reviewed by the monitors during their visits. The monitors notify DHS of any findings.

Q. How should it be handled when it is observed during monitoring that the prescription reads HS or bedtime and the group home is administering the medication at a set time every night?

A. Some medications are prescribed to be given just before bed, especially those with sedating effects. If a monitor finds that a medication is prescribed for bedtime and is given at a set time every night (e.g. 8 PM), the monitor will make a **recommendation** under Physician's Authorization that the agency contact the physician for clarification to determine whether it must be taken right before bed or if a set time is permissible. The physician order should then reflect the time rather than *hs*. If the physician wants the medication to be given at bedtime, the medication log should state bedtime. If, a bedtime medication is being given repeatedly before 6pm, then it will be considered a **rule violation** under Client Rights.



Prone Restraints Not An Approved CIT Procedure

A prone restraint, in which a person is held face down on the stomach or chest is a dangerous procedure and the deadliest form of restraint. A 2002 study by Protection and Advocacy Inc. in California suggests “ sudden death during prone restraint ... is not an uncommon phenomenon.”

In 2000, the Division removed prone restraints as an acceptable form of intervention from the Crisis Intervention Training (CIT). This occurred due to the nation’s increasing concerns with the dangers of this type of restraint.

The Division continues to prohibit this type of restraint and encourages vendors to provide staff with training on alternative behavior management procedures to manage difficult situations.

To learn more about effective behavior management strategies and support , please consult with you agency’s training instructor.

What emergency dental services can be provided for adults (age 21 yrs and above) through AHCCCS?

Did you know that emergency dental services are available for adults through AHCCCS? A list of covered dental services is available online through the AHCCCS Medical Policy Manual available at www.ahcccs.state.az.us.

If an injury or serious problem occurs involving the teeth, a call can be made to the customer service number for the health plan. Just request a list of *contracted* dentists who are AHCCCS *certified*! The health plan will be able to pay for any AHCCCS approved emergency dental service if contracted and certified dentists are used.

HEY HAVE YOU HEARD!

THE PROGRAM MONITORING PROCESS IS CHANGING
EFFECTIVE JANUARY 2007. PLEASE ATTEND AN UPCOMING
INFORMATION SESSION IN DECEMBER AND JANUARY TO HEAR
ABOUT THE CHANGES. FLYERS WILL BE SENT TO ALL
VENDORS SOON!

Questions and Answers Continued...

Q. What will occur if the monitor goes to a home to complete a review and the consumer books are not in the home?

A. At this time, if consumer program books are not in the home, it is cited under one rule violation, Records Management. Beginning January 1, 2007, if the program books are not in the home at the time of the review and the consumers are in the home, this will be considered a systems issue in your agency and will require corrective action.

Q. When a Support Coordinator changes for a child in foster care, do new consent forms need to be signed by the new Support Coordinator, even though they have not expired?

A. No. The Support Coordinator signs consent forms as a representative of the Division. New consent forms are not needed until the time of the annual Individual Support Plan or if the consent was signed more than a year ago.

UP COMING ARTICLES!

Preventing Choking and Aspiration

Decubitus/Pressure Ulcers/Bed Sores—What Are They, Who Is At Risk and How To Prevent

Best Practices Around Handling Consumer Funds

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Please send feedback, comments to
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**Help us name the
Bulletin !!**

We need your creativity!
Please help us name this
monthly bulletin by submit-
ting your creative names to
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